

**GSA Language Schedule**  
**Contract GS-10F-0592N**



**Contractor:** Global Link Language Services, Inc.  
**Contract #:** GS-10F-0592N

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**Schedule Number:** 738-II (Language Services)  
**SIN:** 382-1 + RC, 382-2/2RC

**DUNS:** 07 714 3670  
**Socioeconomic Status:** Small, Women-Owned Business

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## **About Global Link**

**Global Link Language Services**, founded in 1996, has emerged as an industry leader in the translation industry. Our premise is simple yet effective: we provide superior customer service and experience, extensive linguistic resources at competitive rates. Most importantly, we not only meet the expectations of our clients but go well beyond.

From its headquarter in Boston, Massachusetts, **Global Link** offers **professional translation and interpretation services in all languages** to businesses and governments around the world. Global Link has provided its lead translation services to government agencies such as; **Department of Veteran Affairs, Department of Defense, National Institute of Health, The Naval War College, etc..** *(Contact Global Link for our client list)*

To ensure unparalleled accuracy, speed and expertise of your translations, Global Link carefully reviews and selects translators that are **native speakers of the target language and have a minimum of fifteen years experience, American Translators Association (ATA) Certified, and are subject matter experts**. Our translators are professionals with many years experience and certified by all the recognized institutions in the translation field.

When you choose Global Link as your translation partner: you get an efficient team of translators, editors, project managers, multilingual desktop publishers and staff members who come together to deliver a flawless translation that exceeds your expectations, and meets your deadline and budget.

We have negotiated special rates with our very best translators to provide the government with the highest quality translation services at the most competitive rates, possible.

We look forward to working with you!

To learn more contact us at [info@LanguageTranslate.com](mailto:info@LanguageTranslate.com) or Toll Free at 877-451-6655.

## **Translation Services Rates**

*If you don't see the language you need, please inquire! Thank you. \*\**

<b>SIN 382-1 + RC</b>	<b>English Into Foreign Language</b>	<b>Foreign Language into English</b>
<b>Language</b>	<b>Offered Rate Per Word</b>	<b>Offered Rate Per Word</b>
Afrikaans	\$0.18	\$0.18
Albanian	\$0.18	\$0.18
Arabic	\$0.18	\$0.18
Bulgarian	\$0.18	\$0.18
Chinese	\$0.18	\$0.18
Czech	\$0.18	\$0.18
Dari	\$0.18	\$0.18
Dutch	\$0.18	\$0.18
Farsi	\$0.18	\$0.18
Finnish	\$0.18	\$0.18
Flemish	\$0.18	\$0.18
French	\$0.15	\$0.15
German	\$0.18	\$0.18
Greek	\$0.18	\$0.18
Haitian Creole	\$0.18	\$0.18
Hebrew	\$0.18	\$0.18
Hindi	\$0.18	\$0.18
Hungarian	\$0.18	\$0.18
Indonesian	\$0.18	\$0.18
Italian	\$0.15	\$0.15
Japanese	\$0.18	\$0.18
Korean	\$0.18	\$0.18
Laotian	\$0.18	\$0.18
Latin	\$0.18	\$0.18
Malaysian	\$0.18	\$0.18
Norwegian	\$0.18	\$0.18
Polish	\$0.18	\$0.18
Portuguese	\$0.15	\$0.15
Romanian	\$0.18	\$0.18
Russian	\$0.18	\$0.18
<b>Spanish</b>	<b>\$0.11</b>	<b>\$0.11</b>
Swedish	\$0.18	\$0.18
Thai	\$0.18	\$0.18
Turkish	\$0.18	\$0.18
Ukrainian	\$0.18	\$0.18
Vietnamese	\$0.18	\$0.18

*\* Volume Discount: 2% for more than 50,000 words. 3% for more than 100,000 words.*

## Support Services

### **PROOFREADING/EDITING SERVICES RATES UNDER SIN 382-1/1RC:**

<b>Editing/Proofreading Services</b>	<b>GSA Hourly Rate</b>
Spanish	\$40.00
European Languages	\$46.00
Asian Languages	\$52.00
Middle Eastern Languages	\$52.00
African Languages	\$52.00

5% Discount for 30 Hours or more of proofreading per project

### **DESKTOP PUBLISHING RATES FOR ALL LANGUAGES UNDER SIN 382-1/1RC:**

<b>Services</b>	<b>Hourly Rate</b>
Desktop Publishing (All languages)	\$52.00

To learn more contact us at [info@LanguageTranslate.com](mailto:info@LanguageTranslate.com) or Toll Free at 877-451-6655.

## **Global Link's Translation Work Flow Process**

**The Project Manager (PM) is the primary contact between linguistic team members and the Client.** Project Managers monitor the quality of the translation, oversees project schedules, budgets, and provides communication flow to ensure complete customer satisfaction. Also, the PM ensures all the quality assurance principles are followed and delivers the project.

After the initial contact, the PM will guide the project through Global Link's translation process, which includes **our extensive quality control process.**

**Global Link has developed a translation services workflow methodology that provides clients with fast turnaround, flawless translations, and cost effectiveness.**

1. **Evaluation:** Global Link evaluates each project using the following guidelines:
  - Target Language/Audience
  - Subject Matter
  - Turnaround Time
2. **Glossary Development (optional):** A glossary is created to ensure consistency of terminology, so that translations complement one another and are consistent throughout your relationship with Global Link.
3. **Initial Translation:** The source document is translated by a Translator accredited by the American Translators Association. Translators are native speakers of the target language with a minimum of 15 years experience. All Global Link Language Consultants are completely bilingual and have extensive background and/or training from renowned institutions, in addition to familiarity with your industry-specific terminology.
4. **Language Review:** After completion of the initial translation, it undergoes two review cycles by Global Link language professionals. The translation is proofread by an Editor for grammatical and syntactic accuracy, appropriateness of style, and for possible omissions. The Editor then works with the original Translator to decide which changes to implement.
5. **Client Approval:** This draft of the document is sent to the Client for field and/or international approval. (Optional)
6. **Layout:** Once Client approval has been obtained, the translated material is formatted by a desktop publishing specialist to match the layout of the original English-language document unless otherwise specified by Client.

7. **Translator Proofreading:** The original Translator now proofs the formatted text for any discrepancies caused by formatting, such as improper hyphenation, omissions, etc.
8. **Final Outside Proofreading:** The translated and formatted document is now proofread at least twice more by a native speaker for overall accuracy, style and vocabulary choice for your target country.
9. **Client Proofreading:** The Client proofreads the final document prior to printing.
10. **Delivery:** Final delivery is made upon receipt of approval. Document supplied in format preferred by Client — hard copy, diskette, facsimile or e-mail.

## **Global Link Translators' Qualifications**

### **Translation Team (Global Link Translators)**

The over 4,000 accredited Professional Translators, Interpreters, and Editors that work as Global Link Language Consultants provide Translation Services in all major languages.

Global Link Translators possess the following qualifications:

- **Native speakers of the target language**
- **Minimum fifteen years experience in translation**
- **Hold advanced degrees**
- **Professional experience in area of expertise**
- **Accreditation by the American Translators Association**

In addition to language skills and accreditation, each Global Link Translator has expertise in specific fields and subject matters. A sampling of some of the many fields of expertise includes: computer science, diplomacy, engineering, manufacturing, law, pharmaceutical, finance, military and more. All of our Translators possess advanced academic degrees in these areas. **All Translators are fully vetted by an experienced Global Link Staff.**

To learn more contact us at [info@LanguageTranslate.com](mailto:info@LanguageTranslate.com) or Toll Free at 877-451-6655.

**RATES AWARDED UNDER SIN 382-2/2RC, TRANSLATION SERVICES**  
(Pricing is inclusive of 0.75% IFF)

**Consecutive Interpretation Rates:**

<b>Services</b>	<b>GSA Hourly Rate</b>
Spanish	\$63.00
European Languages	\$65.00
Asian Languages	\$100.00
Middle Eastern Languages	\$95.00
African Languages	\$95.00

**2 Hour Minimum, 2 Work Day Cancellation Policy across all languages**

**Simultaneous Interpretation Rates:**

<b>Services</b>	<b>Unit</b>	<b>GSA Rate</b>
Spanish	Half Day	\$470.00
	Full Day	\$930.00
European Languages	Half Day	\$470.00
	Full Day	\$930.00
Asian Languages	Half Day	\$495.00
	Full Day	\$980.00
Middle Eastern Languages	Half Day	\$495.00
	Full Day	\$980.00
African Languages	Half Day	\$495.00
	Full Day	\$980.00

**3 Work Day Cancellation Policy, Half Day Minimum across all languages**

To learn more contact us at [info@LanguageTranslate.com](mailto:info@LanguageTranslate.com) or Toll Free at 877-451-6655.



### **Escort Interpretation Rates:**

<b>Services</b>	<b>GSA Hourly Rate</b>
Spanish	\$58.00
European Languages	\$58.50
Asian Languages	\$65.00
Middle Eastern Languages	\$65.00
African Languages	\$65.00

**2 Hour Minimum, 2 Work Day Cancellation Policy across all languages**

### **Type of Interpretation Services:**

- **Consecutive Interpretation Services:** is performed in segments of discourse after every few sentences of speech. Consecutive interpreting is best used for business meetings, negotiations, training sessions, insurance claims, medical examinations, seminars, depositions, and legal situations.
- **Simultaneous Interpretation Services:** is the interpretation of words as the words are being spoken. Teams of multi-lingual Interpreters work in soundproof booths providing simultaneous interpretation. Conference participants use state-of-the-art wireless headsets to hear the interpretation in their native language. Simultaneous interpreting is most appropriate for large, multi-lingual events.
- **Escort Interpretation Services:** involves the concise paraphrasing of discourse. This style of interpretation is best suited for receptions, and tours.

### **Global Link Interpreters' Qualifications**

- Minimum 15 years experience Interpreting into Target Languages (Most of Global Link Interpreters have 20 or more years experience)
- Subject Matter Experts, i.e. Legal, Military, Medical, etc.
- Native Speakers of Target Languages
- Hold Advance Degrees
- Interpreters must have federal clearance, state, courts and federal certification.(Depending on the assignment)

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## **Customer Information**

**1a.** Table of award special item number(s) with appropriate cross-reference to item description and awarded price(s): **SIN 382-1, 382-2**

**1b.** Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

**1c.** If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Not Applicable

**2. Maximum Order:** \$1,000,000

**3. Minimum Order:** \$100.00

**4. Geographic Coverage:** Domestic and Overseas

**5. Points of Production(s):** Same as Company Address

**6. Discounts from List:** Government Net Prices (discount already deducted)  
See Government Price List

**7. Quantity Discounts:** 2% for more than 50,000 words. 3% for more than 100,000 words.

**8. Prompt Payment Terms:** Net 30 Days.

**9a. Government Purchase Cards Accepted at or below micro-purchase Threshold.**  
Yes

**9b. Government Purchase Cards accepted at or above micro-purchase Threshold.**  
Will accept over \$2,500.00

**10. Foreign Items:** None

**11a. Time of Delivery:** Specified on Task Order

**11b. Expedited Delivery:** Contact Contractor

## **Customer Information (Contd.)**

**11c. Overnight/2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor

**12. F.O.B. point(s):** Destination

**13a. Ordering address:** Same as Contractor

**13b. Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.404-3.

**14. Payment Address:** Global Link Language Services, Inc.  
71 Commercial Street, Suite 218  
Boston, MA 02109

**15. Warranty Provision:** Contractor's Standard Commercial Warranty

**16. Export packing charges:** Not applicable

**17. Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level):** Contact Contractor

**18. Terms and conditions of rental, maintenance and repair:** Not Applicable

**19. Terms and conditions of installation:** Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable

**20a. Terms and conditions of any other services:** Not Applicable

**21. List of service and distribution points:** Not Applicable

**22. List of participating dealers:** Not Applicable

**23. Preventive maintenance:** Not Applicable

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable

## **Customer Information (Contd.)**

**24b.** If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): Not Applicable

**25.** Data Universal Number System (DUNS) Number: 07 714 3670

**26.** Notification regarding registration in Central Contractor Registration (CCR) database: Registered

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## **Past Performance**

Global Link has provided its leading Professional Translation, Interpretation, and Localization Services to Commercial and Government Clients around the world, such as Department of Defense, Naval War College, National Endowment for the Humanities, etc... A company's success and reputation is often measured by the organizations that utilize their services. **Global Link's** client list reads like a "Who's Who" in business and government. Many of the companies and government agencies are recurring clients – a tribute to our long term work and commitment to our clients. We are truly proud to be an integral part of our client's organizations.

## **Quality Assurance**

After completion of the initial translation, your project undergoes two review cycles and final check by Global Link's language professionals. The translation is proofread by A Technical Editor for Grammatical and syntactic accuracy, appropriateness of style, and for possible omissions. The Editor then works with the original Translator to decide which changes to implement in the final product. Finally, a Project Manager ensures the final product meet the clients specifications and requirements.

## **Confidentiality**

Since 1996, Global Link has provided translation services to organizations highly sensitive and critical content. We take confidentiality seriously, and require our staff, translators, editors, and support personnel to sign Non-Disclosure Agreements (NDAs). We continuously monitor and review our steps to maintain Confidentiality of our clients' content.

**Our company's biggest selling point is our past performance list.**

For our Partial Government and Commercial Client List contact Anthony Federico at [Anthony.Federico@LanguageTranslate.com](mailto:Anthony.Federico@LanguageTranslate.com) or call 877-451-6655.

## **Global Link Point of Contacts**

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